

# DRAKENSTEIN MUNICIPALITY

MINUTES OF AN ORDINARY MEETING OF THE MUNICIPAL COUNCIL HELD IN THE COUNCIL CHAMBERS, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL, ON WEDNESDAY, 28 JUNE 2017 AT 14:00.

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**PRESENT:** Councillors (see attendance register)

<b>Senior Officials:</b>	<b>Dr J H Leibbrandt</b>	<b>(Municipal Manager)</b>
	<b>Mr S Johaar</b>	<b>(Executive Manager: Corporate Services)</b>
	<b>Mr G Boshoff</b>	<b>(Executive Manager: Community Services)</b>
	<b>Mr D Hattingh</b>	<b>(Executive Manager: Infrastructure Services)</b>
	<b>Mr J Carstens</b>	<b>(Chief Financial Officer)</b>
	<b>Ms C Phillips</b>	<b>(Manager Local Economic Development for Executive Manager: Planning and Economic Development)</b>
	<b>Mr A V Marais</b>	<b>(Senior Manager: Legal and Administration)</b>
	<b>Mr F P Goosen</b>	<b>(Manager: Administrative Support Services)</b>

**ABSENT:** Councillors (see attendance register)

Ms L Waring (Apology) (On-Council duty)





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<b>1. CONSIDERATION OF APPLICATIONS BY COUNCILLORS FOR LEAVE OF ABSENCE FROM COUNCIL/COMMITTEE MEETINGS</b>
<b>OORWEGING VAN AANSOEKE DEUR RAADSLEDE VIR VERLOF VAN AFWESIGHEID VAN RAAD/KOMITTEEVERGADERINGS</b>
<b>UKUQWALASELWA KWEZICELO ZOCEBA ZOKUNGABIKO KWIBHUNGA/ KWINTLANGANISO ZEBHUNGA</b>

The following applications for leave were approved in terms of the Rules of Order of Council:

- |    |                   |              |
|----|-------------------|--------------|
| 1. | Cllr A F Afrika   | 28 June 2017 |
| 2. | Cllr A Bekeer     | 28 June 2017 |
| 3. | Cllr T C Mangena  | 28 July 2017 |
| 4. | Cllr L W Niehaus  | 28 July 2017 |
| 5. | Cllr R Smuts      | 28 July 2017 |
| 6. | Cllr N D Sauerman | 28 July 2017 |

<b>2. CONFIRMATION OF MINUTES</b>
<b>BEKRAGTIGING VAN NOTULE</b>
<b>UKUQINISEKISWA KWEMIZUZU</b>

The minutes of the Ordinary meeting of the Municipal Council held on 31 May 2017 was confirmed as correct.

<b>2.1 IMPLEMENTATION OF COUNCIL DECISIONS</b>
<b>IMPLEMENTERING VAN RAADSBSLUIE</b>
<b>UKUMISELWA KWEZIGQIBO ZEBHUNGA</b>

Noted.

<b>3. MINUTES: MAYORAL COMMITTEE</b>
<b>NOTULE: BURGEMEESTERSKOMITEE</b>
<b>IMIZUZU: NEKOMITI KASODOLOPHU WESIGQEBA</b>

Noted.

<b>4. STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR / DEPUTY EXECUTIVE MAYOR</b>
<b>VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER/UITVOERENDE ONDERBURGEMEESTER</b>
<b>INGXELO KUNYE NOQHAKAMSHELWANO NGU SODOLOPHU WESIGQEBA / ISEKELA LIKASODOLOPHU WESIGQEBA</b>

- The Executive Mayor reminded Council of the dire water situation in the Western Cape and that despite the recent rains, dam levels remained low. Water saving measures must still be encouraged.
- The Executive Deputy Mayor indicated that he would make an announcement on the tools of trade later in the meeting.



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<b>5. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER</b>
<b>VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER</b>
<b>INGXELO KUNYE NOQHAKAMSHELWANO NGU SOMLOMO</b>

The Speaker made the following announcements:

1. Congratulated councillors who celebrate their birthdays in May and June.
2. A Special Council meeting will be held on 3 July 2017 at 09:00.
3. 2017/2018 Ward Projects should be finalized as soon as possible.
4. Proposed dates for Ward Committee meetings for the 2017/2018 financial year should be forwarded to his office.
5. Reminded councillors of the councillor training dates.
6. The official council photo will be distributed electronically to councillors; and
7. Councillors were reminded to return the memory sticks to the Administration.

<b>5.1 DECLARATION OF INTERESTS BY COUNCILLORS / OFFICIALS</b>
<b>VERKLARING VAN BELANGE DEUR RAADSLEDE / AMPTENARE</b>
<b>UKUBHENGEZA KOMDLA NGOCEBA/ AMAGOSA</b>

Councillor A M Richards declared his interest in respect of items 7.12 and 7.14.  
Chief Financial Officer, J Carstens, declared his interest in respect of item 8.3.

<b>6. STATUTORY MATTERS</b>
<b>STATUTÈRE SAKE</b>
<b>IMIBA YOMTHETO</b>

None.



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<b>7. CONSIDERATION OF REPORTS BY THE MAYORAL COMMITTEE</b>
<b>OORWEGING VAN VERSLAE DEUR DIE BURGEMEESTERSKOMITEE</b>
<b>UKUQWALASELWA KWEENGXELO YIKOMITI KASODOLOPHU WESIGQEBA</b>

<b>7.1 AUDIT COMMITTEE REPORT TO COUNCIL - ANNUAL AUDIT COMMITTEE PERFORMANCE ASSESSMENT</b>
<b>ODUITKOMITEE VERSLAG AAN DIE RAAD - JAARLIKSE OUDITKOMITEE PRESTASIE BEOORDELING</b>
<b>INGXELO YEKOMITI YOPHICOTHU ZINCWADI KWIBHUNGA - UHLOLO LWENDLELA YOKUSEBNZA KWEKOMITI YOPHICOTHU ZINCWADI YONYAKA</b>

**UNANIMOUSLY RESOLVED**

that the outcome of the Annual Audit Committee performance assessment and the action plan to address the areas where improvement is required, **be noted.**

Meeting: Council – 28/06/2017	Submitted by Directorate: Office of the Municipal Manager
Ref No: 3/3/1/3/13	Author/s: Rozan Jaftha
Coll Nr: 1222947	Referred from: MC - 21/06/2017
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPT:</u>
	<u>DUE DATE:</u>

<b>7.2 RE-COMPOSITION OF BUDGET STEERING COMMITTEE AND ROLES OF VARIOUS STRUCTURES PERTAINING TO THE ANNUAL BUDGET</b>
<b>HERSAMESTELLING VAN BEGROTING STUURKOMITEE EN DIE ROL VAN DIE ONDERSKEIE STRUKTURE TEN OPSIGTE VAN DIE JAARLIKSE BEGROTING</b>
<b>UKWAKHIWA KWAKHONA KWEKOMITI YEXESHANA YOHLAHLU LWABIWO MALI KUNYE NENDIMA EZAHLUKENEYO ZOLWAKHIWO EZIBANDAKANYA UHLAHLU LWABIWO MALI LONYAKA</b>

The Executive Deputy Mayor indicated that the composition of the Financial Portfolio Committee will be changed to allow for more representation of the ANC.

**UNANIMOUSLY RESOLVED**

1. that the composition of the Budget Steering Committee be amended in order to reflect the composition as prescribed in terms of the Budget and Reporting Regulations, 2009, being a technical advisory committee advising the Executive Mayor in discharging his responsibilities in terms of Section 53 of the Municipal Finance Management Act, 2003 (Act 56 of 2003).
2. that the composition of the Budget Steering Committee be amended as follow:-
  - 1) Finance Portfolio holder (Cllr G C Combrink)
  - 2) Municipal Manager (Chairperson)
  - 3) Chief Financial Officer (Deputy Chairperson)
  - 4) ED Engineering Services
  - 5) ED Community Services
  - 6) ED Corporate Services
  - 7) ED Planning & Development
  - 8) Senior Manager: Revenue and Expenditure
  - 9) Senior Manager: Financial Management Support
  - 10) Manager: IDP/PMS
  - 11) Professional experts of various areas as required.





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3. that the Council decision taken in terms of clause 18(a) of the Special Council Meeting held on 16 August 2016, be rescinded.
4. that the submission of the annual budget to the various structures in future be in the following sequence:
  - Budget Steering Committee (technical advisory committee);
  - Finance Portfolio Committee;
  - Mayoral Committee;
  - Council.

<b>Meeting:</b> Council – 28/06/2017	<b>Submitted by Directorate:</b> Corporate Services		
<b>Ref No:</b> 3/3/1/3/1	<b>Author/s:</b> AV Marais		
<b>Coll Nr:</b> 1229057	<b>Referred from:</b> MC - 21/06/2017		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1-2 4	Implement decision Implement decision	EM: Corporate Services (Admin) Financial Services (CFD)	

<b>7.3</b>	<b>POLICY ON INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT</b>
	<b>BELEID OP INFRASTRUKTUUR VERKRYGING EN LEWERINGSBESTUUR</b>
	<b>UMGAQO NKQUBO YOKUFUMANA ISISEKO EZINGUNDOQO KUNYE NOLAWULO LOBONELELO</b>

**UNANIMOUSLY RESOLVED**

that the Policy on Infrastructure Procurement and Delivery Management, in line with the implementation guidelines as determined by the National Treasury, be approved.

<b>Meeting:</b> Council – 28/06/2017	<b>Submitted by Directorate:</b> Financial Services		
<b>Ref No:</b> 5/B	<b>Author/s:</b> Heinrich Vergotine		
<b>Coll Nr:</b> 1227624	<b>Referred from:</b> MC- 21/06/2017		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
	Implement decision Update policy register, intranet and website	Financial Services (SCM) Corporate Services (Admin)	

<b>7.4</b>	<b>DOMESTIC STOCK AND SERVICES: DOMESTIC STOCK AND EQUIPMENT: ANNUAL STOCK TAKE REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2017</b>
	<b>BEDRYFSVOORRAAD EN DIENSTE: BEDRYFSVOORRAAD EN TOERUSTING: JAARLIKSE VOORRAADOPNAME VERSLAG VIR DIE JAAR GEËINDIG OP 30 JUNIE 2017</b>
	<b>UBALO LWEMPAHLA KUNYE NENKONZO: ISITOKO SASEKHAY KUNENEZIXHOBO: UBALO LWEMPAHLA LONYAKA OPHELA NGE 30 JUNI 2017</b>

Council expressed a word of appreciation to the Administration for the way stock are being managed.

**UNANIMOUSLY RESOLVED**

1. that the stock take report of 2017 and the ratification of the stock shortages, surpluses and write-offs (as indicated in the departmental report) be approved;



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2. that the stock damaged or stolen stock as reported in the Stock Report be adjusted on the record as at 30 June 2017; and
3. that the Chief Financial Officer records the information in point 1 and 2 above in the notes to the annual financial statements for the year ending 30 June 2017 as required by legislation.

<b>Meeting: Council – 28/06/2017</b>		<b>Submitted by Directorate:</b> Financial Services	
<b>Ref No: 6/2/1</b>		<b>Author/s:</b> J Carstens	
<b>Coll Nr : 1227873</b>		<b>Referred from:</b> MC- 21/06/2017	
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1-3	Implement decision	Chief Financial Officer	

<b>7.5 FINANCE: LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR MAY 2017</b>
<b>FINANSIES: WET OP PLAASLIKE REGERING: MUNISIPALE FINANSIËLE BESTUUR: SEKSIE 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR MEI 2017</b>
<b>EZEZIMALI: UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGENYANGA INGXELO YOKONGAMELA KOHLAHLA LWABIWO MALI YENYANGA KA MEYI 2017</b>

Councillor RB Arnolds join the meeting at 14:29.

**UNANIMOUSLY RESOLVED**

1. that it be noted that the variance between the actual operating revenue (R 1,851,609,712) and the pro rata budgeted operating revenue (R 1,857,514,175) has a negative variance of R 5,904,464 or 0.32%;
2. that it be noted that the variance between the actual operating expenditure (R 1,625,935,386) and the pro rata budgeted operating expenditure (R 1,780,172,819) has a positive variance of R 154,237,432 or 8.66%;
3. that it be noted that the actual and committed capital expenditure of R 641,329,664 and the pro rata budgeted capital expenditure of R 667,393,789 realised under spending of R 26,064,125 or 3.91%;
4. that it be noted that the actual and committed capital expenditure of R 641,329,664 compared with the capital expenditure budget represent a spending percentage of 88.1% after eleven months of the financial year;
5. that it be noted that external borrowings amounted to R 828,625,098 as at 31 May 2017 and that it represents 40.36% of Drakenstein's total budgeted operating revenue of R 2,053,136,666 for the 2016/2017 financial year;
6. that it be noted that of the R 226,320,798 grants received during the current financial year an amount of R 209,738,343 or 92.67% have been utilised as at 31 May 2017. The amount of R 209,738,343 is made up of operating expenditure of R 148,797,799 and capital



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expenditure of R 60,940,543 utilised on operating and capital projects / programmes;

7. that it be noted that the actual employee related cost expenditure of R 422,207,445 compared with the pro rata budgeted expenditure of R 428,257,881 relates to a positive variance of R 6,050,436 or 1.41%;
8. that it be noted that total outstanding debtors as at 31 May 2017 amounted to R 266,186,563 and that 30 days and older debt constitutes 62.98% of total outstanding debtors;
9. that it be noted that domestic consumers owe the municipality R 180,027,161 or 67.6% of the municipality's total debtor's book;
10. that it be noted that outstanding creditors amounted to R 151,048 as at 31 May 2017;
11. that it be noted that the primary bank account had a positive bank balance at 31 May 2017 which amounted to R 18,712,039; and
12. that it be noted that total investments in cash and shares amounted to R 152,561,934 as at 31 May 2017 at the five local banks and Eskom.

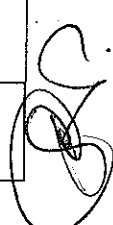
Meeting: Council – 28/06/2017		Submitted by Directorate: Financial Services	
Ref No: 91/1/4		Author/s: A Viola	
Coll Nr: 1227953		Referred from: MC - 21/06/2017	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1-12	Implement decision	Chief Financial Officer	

<b>7.6 APPROVAL OF EXTENSION OF CONTRACT PERIOD FOR TENDER P2/2014: COMPILATION OF DRAKENSTEIN LAND USE MANAGEMENT SYSTEM (INTEGRATED ZONING SCHEME)</b>
<b>GOEDKEURING VAN VERLENGING VAN KONTRAK TYDPERK VAN TENDER P2/2014: OPSTEL VAN DRAKENSTEIN GRONDGEBRUIK BESTUURSTELSEL (GEINTEGREERDE SONERINGSKEMA)</b>
<b>ISIVUMELWANO SOKWANDISWA KWEXESHA LETHENDA P2/2014:COMPILATION OF DRAKENSTEIN LAND USE MANAGEMENT SYSTEM (INTEGRATED ZONING SCHEME)</b>

**UNANIMOUSLY RESOLVED**

that the extension of the contract period of tender P2/2014: Compilation of Drakenstein Land Use Management System (Integrated Zoning Scheme) from 1 July 2017 until 30 April 2018, be approved.

Meeting: Council – 28/06/2017		Submitted by Directorate: Financial Services	
Ref No: 8/1/2/1		Author/s: Heinrich Vergotine	
Coll Nr: 1227964		Referred from: MC- 21/06/2017	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
	Implement decision	Chief Financial Officer	





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<b>7.7 REIMBURSEMENT OF WARD COMMITTEE MEMBERS EXPENSES</b>
<b>TERUGBETALING VAN UITGAWES AAN WYKSKOMITEELEDE</b>
<b>UKUHLAWULWA KWENKCITHO YAMALUNGU EKOMITI YEWADI</b>

**UNANIMOUSLY RESOLVED**

1. that the payment of an amount of R 1,000 per ward committee member for the reimbursement of their out of pocket expenses, be approved;
2. that this payment be made on a six monthly basis; and
3. that the costs be funded from the operational ward projects vote number.

Meeting: Council – 28/06/2017	Submitted by Directorate: Financial Services		
Ref No: 3/3/1/3/10	Author/s: J Carstens		
Coll Nr: 1228699	Referred from: MC- 21/06/2017		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1-3	Implement decision	Chief Financial Officer	

<b>7.8 TENDERS, QUOTATIONS AND CONTRACTS: SUPPLY CHAIN MANAGEMENT: NOTIFICATION OF MONTHLY TENDER AWARDS: MAY 2017</b>
<b>TENDERS, KWOTASIES EN KONTRAKTE: VOORSIENINGSKANAAL-BESTUUR: TENDERTOEKENNINGS VIR MEI 2017</b>
<b>ITHENDA, ISINIKI MAXABISO KUNYE NEZIVUMELWANO: ULAWULO LOTHUNGELWANO LWEZIBONELELO: ISAZISO SONIKEZELO LWETHENDA: MEYI 2017</b>

**UNANIMOUSLY RESOLVED**

1. that the tenders and contracts that were adjudicated by the Bid Adjudication Committee for the month of May 2017, **be noted**; and
2. that the tenders and contracts and the reasons for the awards as recorded by the Accounting Officer as attached to the departmental report, **be noted**.

Meeting: Council – 28/06/2017	Submitted by Directorate: Financial Services		
Ref No: 8/1/2/1	Author/s: Heinrich Vergotine		
Coll Nr: 1226182	Referred from: MC- 21/06/2017		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>





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7.9	<b>TENDERS, QUOTATIONS AND CONTRACTS: REPORT ON WRITTEN AND FORMAL WRITTEN QUOTATIONS WHERE THREE QUOTATIONS WERE NOT OBTAINED AND DEVIATIONS AND RATIFICATION OF MINOR BREACHES FROM PROCUREMENT PROCESSES: APRIL 2017</b>
	<b>TENDERS, KWOTASIES EN KONTRAKTE VIR DIE MAAND APRIL 2017: PROSESSERING VAN SKRIFTELIKE EN FORMELE SKRIFTELIKE KWOTASIES WAAR DRIE KWOTASIES NIE VERKRY WAS NIE EN AFWYKING EN RATIFIKASIE VAN GERINGE OORTREDINGE VAN VERKRYGINGSPROSESSE: KONDONERING VAN ONREGMATIGE UITGAWES DEUR DIE RAAD</b>
	<b>ITHENDA, IZINIKI MAXABISO KUNYE NENKONTILAKI ZENYANGA KA APRIL 2017: UKUQHUBEKEKA KOKUBHALA KUNYE NOKUBHALA OKUSEMTHETHWENI KWEZINIKI MAXABISO EZINTATHU KUNYE NOKUNGALANDELI INKQUBO KUNYE NOKULUNGISWA KOKWAPHULWA KWEMITHETHO UNCINCI KWINKQUBO YOKUFUMANA</b>

Cllr A M Richards expressed concern with regards to the levels of deviation and requested that a report on the possible reduction of deviations be tabled to Council. After some discussion it was agreed that this matter be discussed at the Financial Portfolio Committee.

**UNANIMOUSLY RESOLVED**

1. that the deviations and minor breaches from Council's SCM Policy and procurement processes for the month of April 2017 for the amount of R 6,301,011 be **condoned**;
2. that in terms of paragraph 36(2) of the SCM Policy, the deviations and the reasons for the deviations as recorded by the Accounting Officer under the annexures attached to the departmental report, **be noted**;
3. that the Chief Financial Officer records the deviation amount of R 6,301,011 for the financial year in the notes to the annual financial statements for the 2016/2017 financial year as required by legislation; and
4. that a report on the deviations and reasons and possible reductions thereof be tabled at the next Financial Portfolio Committee.

<b>Meeting:</b> Council – 28/06/2017	<b>Submitted by Directorate:</b> Financial Services		
<b>Ref No:</b> 8/1/2/1	<b>Author/s:</b> Heinrich Vergotine		
<b>Coll Nr:</b> 1219824	<b>Referred from:</b> MC – 21/06/2017		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
4	Submit report to Financial Services Portfolio Committee	Chief Financial Officer	



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<b>7.10 TENDERS, QUOTATIONS AND CONTRACTS: REPORT ON WRITTEN AND FORMAL WRITTEN QUOTATIONS WHERE THREE QUOTATIONS WERE NOT OBTAINED AND DEVIATIONS AND RATIFICATION OF MINOR BREACHES FROM PROCUREMENT PROCESSES: MAY 2017</b>
<b>TENDERS, KWOTASIES EN KONTRAKTE VIR DIE MAAND MEI 2017: PROSESSERING VAN SKRIFTELIKE EN FORMELE SKRIFTELIKE KWOTASIES WAAR DRIE KWOTASIES NIE VERKRY WAS NIE EN AFWYKING EN RATIFIKASIE VAN GERINGE OORTREDINGE VAN VERKRYGINGSPROSESSE: KONDONERING VAN ONREGMATIGE UITGAWES DEUR DIE RAAD</b>
<b>ITHENDA, IZINIKI MAXABISO KUNYE NENKONTILAKI ZENYANGA KA MEYI 2017: UKUQHUBEKEKA KOKUBHALA KUNYE NOKUBHALA OKUSEMTHETHWENI KWEZINIKI MAXABISO EZINTATHU KUNYE NOKUNGALANDELI INKQUBO KUNYE NOKULUNGISWA KOKWAPHULWA KWEMITHETHO UNCINCI KWINKQUBO YOKUFUMANA</b>

**UNANIMOUSLY RESOLVED**

1. that the deviations and minor breaches from Council's SCM Policy and procurement processes for the month of May 2017 for the amount of R 10,037,304 be **condoned**;
2. that in terms of paragraph 36(2) of the SCM Policy, the deviations and the reasons for the deviations as recorded by the Accounting Officer under the annexures attached to the departmental report, **be noted**; and
3. that the Chief Financial Officer records the deviation amount of R 10,037,304 for the financial year in the notes to the annual financial statements for the 2016/2017 financial year as required by legislation.

Meeting: Council – 28/06/2017	Submitted by Directorate: Financial Services		
Ref No: 8/1/2/1	Author/s: Heinrich Vergotine		
Coll Nr: 1226185	Referred from: MC – 21/06/2017		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>7.11 ALLOCATION OF BUSINESS TRADING BAY SPACES AT ARENDSNES, MAIN ROAD, WELLINGTON</b>
<b>TOEKENNING VAN BESIGHEIDSRUIMTE BY ARENDSNES, HOOFWEG, WELLINGTON</b>
<b>UKUNIKWA KWENDAWO YOSHISHINO E ARENDSNES MAIN ROAD E WELLINGTON</b>

**UNANIMOUSLY RESOLVED**

1. that the lease of trading spaces at Arendsnes, Main Street, Wellington, to the following applicants be approved, subject to the normal lease conditions:-
  - 1) Joseph George
  - 2) Gerhard Samuels
  - 3) Ann Visagie
  - 4) Leandor Carrollissen
  - 5) Evelyn Petersen
  - 6) Calvin Ferreira



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2. that trading spaces be leased at R150.00 per month, which tariff be annually adjusted with the framing of the annual budget; and
3. that the lease endure for a period of three years as from the date of signing of the lease agreement.

Meeting: Council – 28/06/2017 Ref No: 15/7/3/2 Coll Nr: 1220663		Submitted by Directorate: Planning and Economic Development Author/s: Cheryl Phillips Referred from: MC - 21/06/2017	
<b>PAR:</b> 1-3	<b>ACTION:</b> Implement decision	<b>RESPONSIBLE DEPT:</b> EM: Planning and Econ Dev	<b>DUE DATE:</b>

<b>7.12</b>	<b>RENEWAL OF LEASE FOR ERVEN 10841, 11164 AND A PORTION OF ERF 8574, PAARL: PAARL PROPERTY PARTNERSHIP (PTY) LTD</b>
	<b>HERNUWING VAN HUUR VIR ERWE 10841, 11164 EN 'N GEDEELTE VAN ERF 8574, PAARL: PAARL EIENDOMME VENOOTSKAP (EMDS) BPK</b>
	<b>UKUHLAZIWA KOKUQESHA IZIZA 10841, 11164 KUNYE NECEBA LESIZA 8574 E PAARL: PAARL PROPERTY PARTNERSHIP (PTY) LTD</b>

Clr A M Richards was not present when this matter was considered.

**UNANIMOUSLY RESOLVED**

1. that the extension of the lease agreement for a period of three months be approved; and
2. that as a matter of urgency, the Municipal Manager evaluate this matter, so as to advise the Executive Mayor on a possible way forward.

Meeting: Council – 28/06/2017 Ref No: 15/4/1 (10841) P Coll Nr: 1227437		Submitted by Directorate: Planning and Economic Development Author/s: Cheryl Phillips Referred from: MC - 21/06/2017	
<b>PAR:</b> 1 2	<b>ACTION:</b> Implement decision Investigate and feedback	<b>RESPONSIBLE DEPT:</b> EM: Planning and Econ Dev Municipal Manager	<b>DUE DATE:</b>

<b>7.13</b>	<b>FINAL DRAFT PAARL ARBORETUM URBAN DESIGN FRAMEWORK</b>
	<b>FINALE KONSEP PAARL ARBORETUM STEDELIKE ONTWERPRAAMWERK</b>
	<b>UYILO LOKUQGIBELA LE PAARL ARBORETUM URBAN DESIGN FRAMEWORK</b>

**UNANIMOUSLY RESOLVED**

that the Final Draft Paarl Arboretum Urban Design Framework be approved.

Meeting: Council – 28/06/2017 Ref No: 17/6/3/1 Coll Nr: 1227672		Submitted by Directorate: Planning and Economic Development Author/s: A Roelf Referred from: MC - 21/06/2017	
<b>PAR:</b>	<b>ACTION:</b> Implement decision	<b>RESPONSIBLE DEPT:</b> EM: Planning and Econ Development	<b>DUE DATE:</b>



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<b>7.14 REPORT ON THE PAARL CBD PUBLIC PRIVATE PARTNERSHIP</b>
<b>VERSLAG OOR DIE SSK PRIVATE VENNOOTSKAP</b>
<b>INGXELO NGE PAARL CBD PUBLIC PRIVATE PARTNERSHIP</b>

Cllr A M Richards was not present when this matter was considered.

**UNANIMOUSLY RESOLVED**

1. that the extension of the lease agreement for a period of three months be approved; and
2. that as a matter of urgency, the Municipal Manager evaluate this matter, so as to advise the Executive Mayor on a possible way forward.

Meeting: Council – 28/06/2017 Ref No: 15/2/2 Coll Nr: 1228096		Submitted by Directorate: Planning and Economic Development Author/s: Cheryl Phillips Referred from: MC - 21/06/2017	
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1	Implement decision	EM: Planning and Econ Dev	
2	Investigate and feedback	Municipal Manager	

<b>7.15 APPOINTMENT OF MR. B. GABRIELS AND MR. F. TOYER AS BUILDING CONTROL OFFICERS IN TERMS OF THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT</b>
<b>AANSTELLING VAN MNR. B. GABRIELS EN MNR. F. TOYER AS BOUBEHEERBEAMPTES INGEVOLGE DIE WET OP NASIONALE BOUREGULASIES EN BOUSTANDAARDE</b>
<b>UKUQESHWA KUKAMNU. B GABRIELS NOMNU. F TOYER NJENGAMAGOSA OLAWLO LWEZAKHIWO NJENGOKO KUBEKIWE KWI NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT</b>

**UNANIMOUSLY RESOLVED**

1. that, in terms of Section 5(1) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), Mr. Fickerie Toyer, with effect from 10 July 2017, be appointed as Building Control Officer for Area A (Paarl) in order to exercise and perform the powers, duties or activities granted or assigned to a Building Control Officer by or under the said Act;
2. that, in terms of Section 5(1) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), Mr. Brendon Gabriels, retrospectively with effect from 1 June 2017, be appointed as Building Control Officer for Area B (Wellington, Hermon, Gouda, Saron and rural areas outside urban areas) in order to exercise and perform the powers, duties or activities granted or assigned to a Building Control Officer by or under the said Act;
3. that, in terms of Section 5(3) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), Mr. Graham Sampson, retrospectively with effect from 1 June 2017 and until 7 July 2017, temporarily be appointed as Building Control Officer for Area A (Paarl) in order to exercise and perform the powers, duties or activities granted or assigned to a Building Control Officer by or under the said Act;





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4. that, in terms of Section 5(3) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), Mr. Fickerie Toyer in the absence of Mr. Brendon Gabriels, be appointed temporarily as Building Control Officer for Area B (Wellington, Hermon, Gouda, Saron and rural areas outside urban areas) in order to exercise and perform the powers, duties or activities granted or assigned to a Building Control Officer by or under the said Act;
5. that, in terms of Section 5(3) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), Mr. Brendon Gabriels in the absence of Mr. Fickerie Toyer, be appointed temporarily as Building Control Officer for Area A (Paarl) in order to exercise and perform the powers, duties or activities granted or assigned to a Building Control Officer by or under the said Act; and
6. that, in terms of Section 5(3) of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), Mr. Graham Sampson in the absence of Mr. Fickerie Toyer and Mr. Brendon Gabriels, be appointed temporarily as Building Control Officer for Area A (Paarl) and Area B (Wellington, Hermon, Gouda, Saron and rural areas outside urban areas) in order to exercise and perform the powers, duties or activities granted or assigned to a Building Control Officer by or under the said Act.

Meeting: Council – 28/06/2017		Submitted by Directorate: Planning and Economic Development	
Ref No: 2/4/4		Author/s: D Delaney	
Coll Nr: 1227331		Referred from: MC - 21/06/2017	
PAR: 1-8	ACTION: Implement decision	RESPONSIBLE DEPT: EM: Planning and Econ Dev	DUE DATE:

7.16	<b>RE-APPOINTMENT OF VALUATION APPEAL BOARD MEMBERS IN TERMS OF SECTION 60 OF THE MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)</b>
	<b>HERAANSTELLING VAN WAARDASIE APPÉLRAADSLEDE INGEVOLGE ARTIKEL 60 VAN DIE WET OP MUNISIPALE EIENDOMSBELASTING, 2004 (WET 6 VAN 2004)</b>
	<b>UKUQESHWA KWAKHONA KWELUNGU LEBHODI YESIBHENO NJENGOKO KUBEKIWE KWICANDELO 60 LE MUNICIPAL PROPERTY RATES ACT, 24(UMTHETHO 6 KA 2004)</b>

**UNANIMOUSLY RESOLVED**

1. that in terms of Section 60 of the Municipal Property Rates Act, 2004 (Act 6 of 2004) the re-appointment of the following members of the current Drakenstein Municipality Valuation Appeal Board for the period as from 1 August 2017 to 31 July 2021, be approved:

- Chairperson: Mr. FJ Van Wyk
- Alternate member/ Chairperson: Ms. A Van Zyl
- Member: Ms. HM Jacobs (née Griesel)
- Member: Mr. WJ Steyn



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2. that the remaining positions on the Drakenstein Municipality Valuation Appeals Board be advertised forthwith.

Meeting: Council – 28/06/2017 Ref No: 5/3/5/1 Coll Nr: 1222408		Submitted by Directorate: Planning and Economic Development Author/s: I. Fortuin Referred from: MC - 21/06/2017	
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:
1-2	Implement decision	EM: Planning and Econ Dev	

7.17	PROPOSED AMENDMENTS TO SCHEDULES 11 AND 12 OF THE BY-LAW ON OUTDOOR ADVERTISING AND SIGNAGE NO 1/2008
	VOORGESTELDE WYSIGINGS AAN SKEDULES 11 EN 12 VAN DIE VERORDENING INSAKE BUITEREKLAME ADVERTENSIE TEKENS NR 1/2008
	ISINDULULO SOLUNGISO LOLUDWE 11 NO 12 LOMGAQO NKQUBO WOKWAZISA NGAPHANDLE NOMBHOLO 1/2008

**UNANIMOUSLY RESOLVED**

- that the proposed amendments to Schedules 11 and 12 of the Outdoor Advertising By-Law as attached to the departmental report, be approved; and
- that the amendment be promulgated in the provincial gazette, from which date the amendments will be in force.

Meeting: Council – 28/06/2017 Ref No: 1/5/2/4 Coll Nr: 1226254		Submitted by Directorate: Corporate Services Author/s: AV Marais Referred from: MC - 21/06/2017	
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:
1 2	Implement decision Advertise in gazette	EM: Corporate Services EM: Corporate Services (Admin)	

7.18	NEW COMMITTEE FOR PAARL BIRD SANCTUARY (PBS) ADVISORY COMMITTEE
	NUWE KOMITEE VIR DIE PAARL VOËLPARK ADVIESKOMITEE
	IKOMITI ENTSHA YE PAARL BIRD SANCTUARY (PBS) IKOMITI YONCEBISO

**ACCORDINLY RESOLVED**

General questions were raised as to the composition and mandate of the Advisory Committee. After some discussion it was agreed that this matter be withdrawn and a further report be submitted in terms of the appointment of members.

Meeting: Council – 28/06/2017 Ref No: 16/4/2 Coll Nr: 1149498		Submitted by Directorate: Civil Engineering Services Author/s: Ronald Brown Referred from: MC - 21/06/2017	
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:
	Re-submit item	EM: Infrastructure Services	



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<b>8. MATTERS FOR CONSIDERATION/INFORMATION</b>
<b>SAKE VIR OORWEGING/INLIGTING</b>
<b>IMIBA YOKUQWALASELWA/YOKWAZISA</b>

<b>8.1 REPORT ON WARD COMMITTEE MEETINGS: PERIOD 1 OCTOBER 2016 TO 30 MAY 2017</b>
<b>VERSLAG OOR WYKSKOMITEEVERGADERINGS: PERIODE 1 OKTOBER 2016 TOT 30 MEI 2017</b>
<b>INGXELO YENTLANGANISO ZEKOMITI YEWADI: IXESHA UKUSUKELA I OKTOBHA 2016 UKUYA 30 MEYI 2017</b>

**UNANIMOUSLY RESOLVED**

1. that Council takes cognisance of ward committee meetings held during the period 1 October 2016 - 30 May 2017;
2. that the appropriate actions be taken by the Speaker against ward councillors who do not provide the minutes of ward meetings or do not hold a ward committee meeting at least once a quarter;
3. that the report be updated should minutes of meetings held, be provided to the Office of the Speaker after the reporting period; and
4. that the Speaker report to Council on actions taken against ward councillors who do not comply with this directive.

Meeting: Council – 28/06/2017	Submitted by Directorate: Corporate Services
Ref No: 3/3/1/3/10	Author/s: FP Goosen
Coll Nr: 1226459	Referred from: MC - 21/06/2017
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPT:</u>
	<u>DUE DATE:</u>

<b>8.2 STAFF ALLOWANCES: IRRECOVERABLE IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE TO BE WRITTEN OFF BY COUNCIL</b>
<b>PERSONEEL TOELAES: ONINVORDERBARE ONREELMATIGE, VRUGTELOSE EN VERKWISTENDE UITGAWE AFGESKRYF TE WORD DEUR DIE RAAD</b>
<b>AMAKIQIKIQI WABASEBENZI: INKCITHO ENGAZUKUFUNYANYWA ENGENAZIQAMO MAYICINYWE LIBHUNGA</b>

**UNANIMOUSLY RESOLVED**

1. that Council certify the amount of R 76,591 in respect of fruitless and wasteful expenditure as irrecoverable and to be written off;
2. that Council certify the amount of R 1,080,590 in respect of irregular expenditure as irrecoverable and to be written off;
3. that the Chief Financial Officer disclose the irregular, fruitless and wasteful expenditure in the notes to the annual financial statements; and



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4. that Council approve the payment of R 14,303 to Mr C Cupido in respect of the short payment thereof.

Meeting: Council – 28/06/2017 Ref No: 4/8/1/1 Coll No: 1228307		Submitted by Directorate: Financial Services Author/s: J Carstens Referred from: MPAC 22/06/2017	
PAR: 1-4	ACTION: Implement decision	RESPONSIBLE DEPT: Chief Financial Officer	DUE DATE:

<b>8.3 POSSIBLE WRITING-OFF OF IRRECOVERABLE IRREGULAR EXPENDITURE AND RATIFICATION OF DECISIONS</b>
<b>MOONTLIKE AFSKRYF VAN ONVERHAALBARE ONREËLMATIGE UITGAWES EN BEKRAGTING VAN BESLUIT</b>
<b>KUNGATHI KUNGACINYWA INKCITHO ENGENAKUBUYA ENXAMNYE KUNYE NOKULUNGISWA KWESIGQIBO</b>

The Chief Financial Officer, Mr J Carstens, was not present when this matter was considered.

**UNANIMOUSLY RESOLVED**

- that Council certify the irregular expenditure amount of R 94 150.18 (20016/2017) paid to Mr J Carstens as irrecoverable and to be written-off;
- that Council certify the irregular expenditure amount of R100 799.36 (2016/2017) paid to Ms C Lategan as irrecoverable and to be written-off;
- that Council accept the reasons for the resolutions in 1 and 2 above as set out in the report and record that no political office-bearer or official of the Municipality deliberately or negligently incurred the irregular expenditure to be written-off as irrecoverable;
- that Council ratify all decisions taken by the Acting Municipal Manager, Mr J Carstens, during the period 21 July 2016 until 6 December 2016;
- that Council ratify all decisions taken by the Acting Chief Financial Officer, Ms C Lategan, during the period 18 July 2016 until 6 December 2016; and
- that the Chief Financial Officer discloses the irregular expenditure in the notes to the annual financial statements.

Meeting: MPAC: 22/06/2017 Ref No: 4/8/1/1 Coll No: 1229433		Submitted by Directorate: Corporate Services Author/s: S Johaar Referred from: MPAC 22/06/2017	
PAR: 6	ACTION: Implement decision	RESPONSIBLE DEPT: Chief Financial Officer	DUE DATE:





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<b>9. CONSIDERATION OF REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS DEALING WITH MATTERS OF URGENCY BY THE MUNICIPAL MANAGER</b>
<b>OORWEGING VAN VERSLAE, MEDEDELINGS, VERSOEKSKRIFTE EN AANSOEKE IN VERBAND MET DRINGENDE SAKE VOORGELÊ DEUR DIE MUNISIPALE BESTUURDER</b>
<b>UKUQWALASELWA KWENGXELO, UQHAKAMSHELWANO, IZIBENGEZO KUNYE NEZICELO EZIHAMBISANA NEMIBA ENGXAMISEKILEYO NGU MANEJALA KAMASIPALA</b>

None.

<b>10. CONSIDERATION OF NOTICES OF MOTIONS AND NOTICES OF QUESTIONS</b>
<b>OORWEGING VAN KENNISGEWINGS VAN MOSIES EN KENNISGEWINGS VAN VRAE</b>
<b>UKUQWALASELWA KWEZAZISO ZEZIPHAKAMISO KUNYE NEZAZISO ZEMIBUZO</b>

None.

<b>11. SUPPLEMENTARY AGENDA (IF ANY)</b>
<b>AANVULLENDE AGENDA (INDIEN ENIGE)</b>
<b>I AGENDA EYONGEZIWEYO (UKUBA IKHONA)</b>

None.

<b>IN-COMMITTEE/ IN-KOMITEE/ KWI-KOMITI</b>
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<b>12. CONSIDERATION OF CONFIDENTIAL MATTERS</b>
<b>OORWEGING VAN VERTROULIKE SAKE</b>
<b>UKUQWALASELWA KEMIBA EYIMFIHLO</b>

<b>12.1 CONFIRMATION OF CONFIDENTIAL MINUTES: 31 MAY 2017</b>
<b>BEKRAGTIGING VAN VERTROULIKE NOTULE: 31 MEI 2017</b>
<b>UKUQINISEKISWA KWEMIZUZU EYIMFIHLO: 31 MEYI 2017</b>

(See confidential minutes)

(Sien vertroulike notule)

(Jonga Imizuzu yemfihlo)

<b>12.2 COUNCILLORS OUTSTANDING DEBT REPORT AS AT 31 MAY 2017</b>
<b>RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 31 MEI 2017</b>
<b>INGXELO YAMATYALA OCEBA NGOBUNJALO NGOMHLA WE 31 MEYI 2017</b>

(See confidential minutes)

(Sien vertroulike notule)

(Jonga Imizuzu yemfihlo)



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<b>12.3</b>	<b>MONTHLY IMPLEMENTATION PROGRESS REPORT ON MUNICIPAL MINIMUM COMPETENCY LEVELS FOR SENIOR MANAGERS: DRAKENSTEIN MUNICIPALITY 2016/17</b>
	<b>MAANDELIKSE VORDERINGSVERSLAG AANGAANDE IMPLEMENTERING VAN MUNISIPALE MINIMUM VAARDIGHEIDSVLAKKE VIR SENIOR BESTUURDERS: DRAKENSTEIN MUNISIPALITEIT 2016/17</b>
	<b>INGXELO YENKQUBELA PHAMBILI YENYANGA YOKUMISELA YE MUNICIPAL MINIMUM COMPETENCY LEVELS KOMANEJALA ABAPHEZULU KUMASIPALA WASE DRAKENSTEIN KA 2016/17</b>

(See confidential minutes)  
(Sien vertroulike notule)  
(Jonga Imizuzu yemfihlo)

The meeting ended at 15:37.

**CHAIRPERSON:** .....

**DATE:** .....

Confirmed on ..... with/without amendments.

PJ/rs



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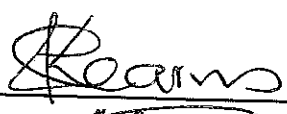

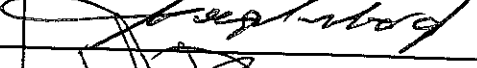

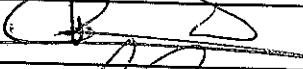


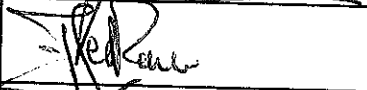
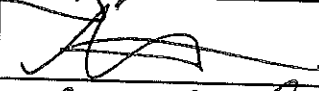

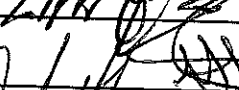

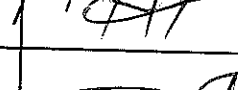





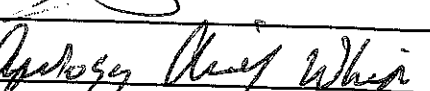

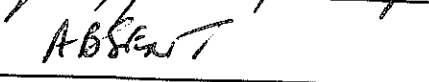
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ABRAHAMS	AW	MS	0737503484	<i>Abrahams</i>
ADRIAANSE	MM	MS	0795089815	<i>Adriaanse</i>
AFRIKA	AF	MS	0795021437	<i>AFRIKA Chief Whip</i>
ANDERSON	JV	MS	0766851088	<i>Anderson</i>
ANDREAS	MA	MS	0767901066	<i>Andreas</i>
ARNOLDS	RB	MS	0824450022	<i>R. Arnolds</i>
BEKEER	A	MR	0793726947	<i>Bekeer Chief Whip</i>
BESTER	TG	MR	0823767839	<i>Bester</i>
BLANCKENBERG	DS	MR	0833493366	<i>Blanckenberg</i>
BOOYSEN	VC	MS	0798342556	<i>V. Booysen</i>
BUCKLE	AML	MR	0834608060	<i>Buckle</i>
COMBRINK	GC	MR	0824553445	<i>Combrink</i>
CUPIDO	FP	MR	0724874744/ 0726975802	<i>Cupido</i>
CUPIDO	PBA	MS	0764467741	<i>Cupido</i>
DE GOEDE	HR	MR	0824369830	<i>De Goede</i>
DE WET	J	MS	0837385623 0609687359	<i>De Wet</i>
DUBA	BP	MS	0739679629	<i>ABSENT</i>
FORD	GH	MR	0726016418	<i>Ford</i>
GEORGE	NN	MS	0736722618	<i>N. V. George</i>
GOUWS	E	MS	0824479711	<i>Gouws</i>
JACOBS	F	MD	0837600466	<i>Jacobs</i>
JONAS	SX	MS	0726521981 0730214329	<i>Jonas</i>

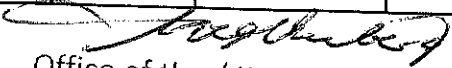
*Koegelenberg*  
Office of the / Kantoor van die  
**CHIEFWHIP / HOOFSWEEP**  
Clr / Rdl **R.A. KOEGELENBERG**  
Drakenstein

*G.*

**DRAKENSTEIN MUNICIPALITY  
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SURNAME	NAME	TITLE	CELL NO	SIGNATURE
KEARNS	C	MS	0765018441/ 0769406614	
KLAAS	MT	MR	076 843 4749	
KOEGELENBERG	RA	MR	0832693138	
KOTZÉ	HJ	MR	0794311560 0824477693	
KROUTZ	C	MR	0722522866	
LANDU	L	MS	0729187202	
LE HOE	MJ	MR	0845851690	
LE ROUX	JF	MR	0834595965	
LUGQOLA	A	MS	0730896903	
MANGENA	TC	MR	0725937804	
MASOKA	ZL	MR	0791202895	
MATTHEE	HJN	MR	0824795315	
MATTHEE	J	MR	0824486180	
MBENENE	NP	MS	0604141567	
MDUNUSIE	MN	MS	0604531733	
YER	WPD	MR	081 556 8224	
MILLER	J	ADV	0834400507	
MKABILE	ND	MR	0604223964	ABSENT 
MPULANYANA	TR	MR	0769042103	
MOKOENA	LP	MS	0734198671	
NIEHAUS	LW	MR	0844216780	
NOBULA	MD	MR	0825947333	ABSENT

  
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**CHIEFWHIP / HOOFSWEEP**  
Cllr / Rdl R.A. KOEGELENBERG

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SURNAME	INITIALS	TITLE	CELL NO	SIGNATURE
NQORO	TZ	MS	0790639041	
NZELE	LV	MR	0731622287	
PHILANDER	WF	MS	0765281211	
POOLE	CJ	MR	0785304285 0824979046	
RENS	SC	MR	0795580013	ABSENT
RICHARDS	AM	MR	0827860053	
ROSS	S	MS	0745499921	
SAMBOKWE	LS	MS	0712664622	
SAUERMAN	ND	MR	0828991005	
SEPTEMBER	SE	MS	0849219770	
SMIT	J	MR	0817354467	
SMIT	WE	MS	0828251550	
SMUTS	R	MR	0824948467	
SOLOMONS	EA	MS	0736503007	
STOWMAN	AC	MR	0791895359	
VAN NIEKERK	LT	MS	0818858365	
VAN NIEWENHUYZEN	RH	MR	0826296239	
VAN SANTEN	AJ	MS	0824226339	
VIKA	M	MS	0797044556/ 0732433996	
WILLEMSE	L	MS	0820799421	
ZIKHALI	N	MS	0784000130	

Office of the / Kantoor van die  
CHIEFWHIP / HOOFSWEEP  
Cllr / Rdi R.A. KOEGELEBERG  
Drakenstein

